

# Guide to retrieving applicant info in USA Staffing

# Log into usastaffing.gov

Sign in with your .mil/.civ e-mail and password first (do NOT use CaC)

*(Use the "Reset Password" if its your first time logging in and you didn't receive the e-mail)*

## USA Staffing®

USA Staffing® is an Official U.S. Government System for authorized use only. Unauthorized use of this system or the information on this system could result in criminal prosecution.

Signing into USA Staffing® indicates you have read and accepted the Full Terms and Conditions of Use and you consent to security testing and monitoring.

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**Do NOT use CaC log in feature**

[Sign in with smart card](#)

### Sign In

[Reset Password](#)

Sign In

Select "Reviews"  
Then select the VA #

USA Staffing<sup>®</sup>

Hiring Actions

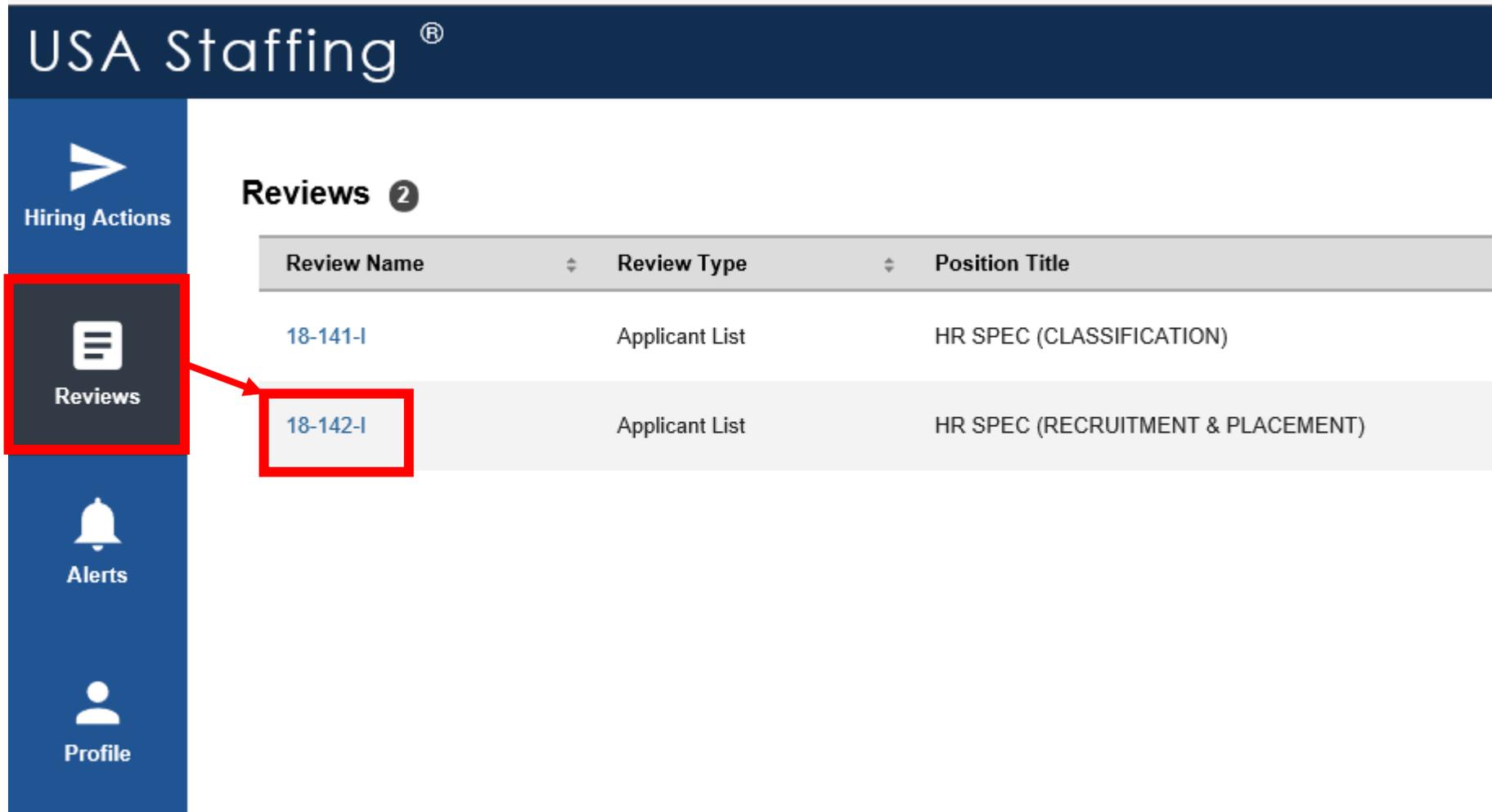
Reviews

Alerts

Profile

**Reviews 2**

Review Name	Review Type	Position Title
18-141-I	Applicant List	HR SPEC (CLASSIFICATION)
18-142-I	Applicant List	HR SPEC (RECRUITMENT & PLACEMENT)



Select the Certificate box  
Review list will appear. Select Review List

The screenshot displays a user interface for managing hiring actions. On the left is a vertical navigation bar with three sections: 'Hiring Actions' (top, blue), 'Reviews' (middle, dark grey), and 'Alerts' (bottom, blue). The main content area is titled 'Applicant List: 18-142-I'. Below this, there is a section for 'My Assignments' with a notification badge '1'. The instruction reads: 'Select the applicant lists below that you want to review.' A table lists one assignment, which is highlighted with a red border:

Certificate 20180626-CAUJ-004	Status
GS-0201-9 - Ranking List Centennial, CO 6 Applicants	Incomplete

Below the table, there is a blue button labeled 'Review (1) Lists' and a link labeled 'Clear Selections'. A red arrow points from the 'Incomplete' status text to the 'Review (1) Lists' button.

